

LUCAS COUNTY
Juvenile Detention Center
Resident Orientation Handbook
January 2016



***“The Key to Your Success
At The Detention Center!”***

WHAT IS THIS HANDBOOK ALL ABOUT?

There are some things that you should know, before you enter the program that will make your stay here at the detention center more productive. These things will also help you in getting along with the staff and other residents. When you finish reading this guide a staff member will review the expectations with you and then you will be given a test.



Knowing the correct answers will help you pass this test and do well in the program.

It is important that you understand everything in this handbook as it contains all the answers to the program entrance test.

You will progress in the level system once you show that you understand the behavior program expectations.

If you have any questions, or find something in this orientation handbook that you do not understand, please ask one of the staff to explain it to you!

IMPORTANT INFORMATION ABOUT YOUR RIGHTS

- 1) Your care while in custody:
 - a. Upon being taken into custody everyone shall have the right to remain silent.
 - b. No unlawful means of any kind shall be used to obtain a statement, admission or confession from any person.
 - c. Persons in custody shall be treated humanely and provided with proper food, shelter and, if necessary, medical treatment.
- 2) You have the right to communicate with your attorney, parent or guardian upon admission. Our staff will help you with these communication needs.
- 3) You have the right to consult with an attorney.
- 4) **ANY RESIDENT MAY ASK FOR A GRIEVANCE FORM TO WRITE GRIEVANCES IF THEY FEEL THEIR RIGHTS HAVE BEEN VIOLATED. GRIEVANCES WILL BE SUPPLIED TO RESIDENTS THAT REQUEST THEM AND WILL BE REVIEWED BY DETENTION SUPERVISORS AND/OR THE DIRECTOR OF THE DETENTION CENTER.**
- 5) **SEXUAL CONDUCT BETWEEN STAFF AND JUVENILES, VOLUNTEERS, OR CONTRACT PERSONNEL AND JUVENILES, OR BETWEEN JUVENILES, REGARDLESS OF CONSENSUAL STATUS, IS PROHIBITED AND SUBJECT TO ADMINISTRATIVE AND CRIMINAL DISCIPLINARY SANCTIONS. AN INVESTIGATION WILL BE CONDUCTED AND DOCUMENTED WHENEVER A SEXUAL ASSAULT IS ALLEGED, THREATENED OR OCCURS.**

IMPORTANT INFORMATION ABOUT THIS FACILITY

Where am I?

You are currently staying at the:

Lucas County Juvenile Detention Center
1801 Spielbusch Ave.
Toledo, Ohio 43604



What is this place?

The Juvenile Detention Center (JDC) is a place where juveniles who have been charged with delinquency offenses are held.

The basic purpose of the detention center is to provide you with safe and secure custody and help you to make positive changes in your thinking and behavior.

When will my parents be notified of my detention?

Detention Center staff will inform your parents/legal guardian, as soon as possible, of your detention. As such, it is very important that you give us accurate information about your parent's current telephone numbers for work and home. We will also inform your parents of your initial Court date and time. **Please note that only your parents or legal guardian will be informed of your detention.**



When will I have court?

If you have not already had court you will have a "Detention Hearing" within one working day (24-72 hours) of your being admitted. **Generally, you will go to court the day after you come to the Detention Center.** The Court is closed on holidays and weekends, so if you come in just before or on a holiday or weekend you will go to Court the next day that Court is open.

The purpose of the Detention Hearing is for the Court to determine if you need to remain in the detention center during your continuing court process.

What professional visitors can I have during my detention?

Approved case related professionals are allowed to visit you during your detention stay. This could include your (1) Lawyer (2) Probation Officer (3) Caseworkers (4) Clergy (Priest, Rabbi, Minister, etc.) (5) Counselor(s), Therapist (6) School Staff.

Whenever you need to speak with a professional involved in your case just ask a staff and we will coordinate the process.

Where do I sleep?

To help assure your safety and security and that of other residents you will have your own sleeping room.



Your sleeping room will have all the necessary equipment for you to address your personal needs. Your sleeping room also has an intercom system with a “call button.” Use the “call button” to alert staff only when you need to use the restroom or if there is an emergency. Staff come by and do visual checks on a regular basis and can handle all non-emergency requests then.



How is my safety assured during my detention?

The detention center uses equipment to help us supervise people and assure you are safe and secure while here. We use audio and video devices to listen and watch activities. However, there are no hidden cameras in your sleeping room, washrooms, shower rooms, conference rooms or medical examining rooms.

How do I have a private or confidential meeting?

Special meeting rooms are provided so you can have confidential conversations with case related professionals. Interview rooms and the medical consult rooms are reserved for private meetings with your attorney, religious advisor, medical staff, and other professionals connected with your case.



What if I have medical needs or counseling needs?

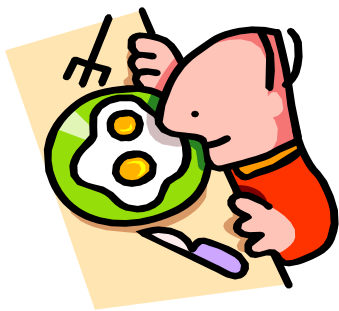
The detention center has licensed medical staff available to respond to all your medical needs. We also have mental health counselors available to help you with any concerns or other problems that may arise during your detention stay.

Upon your arrival our medical staff will have you complete a physical examination and medical history interview.

Please be certain to report to us immediately if you are sick, injured, require medical attention, are currently taking any prescribed medication, or if you have any food allergies. If you would like to see a mental health staff, ask your unit Detention Officer to contact them.

Who is the staff?

There are Juvenile Detention Officers and educators who will work with you during your detention stay. They are trained to assist you to learn rational thinking and behavior that will assist you in making positive changes. They will also help you have a safe and secure detention stay.



When do I eat?

You will receive three (3) meals each day and two (2) snacks. All of your meals will be provided by the food service at the detention center approved by a licensed dietitian.

What personal supplies do I get?

The detention center will provide you with clothing, bath (hygiene) items, reading materials and bedding. You will shower daily and are provided with soap, shampoo, washcloths, towels and other personal hygiene supplies. If you have special hygiene needs (contacts, braces, retainers, etc.) please let a staff member know right away so we can make the necessary arrangements for these items.

When can I visit my family and make telephone calls?

During your detention stay you will be able to telephone and visit your parents.

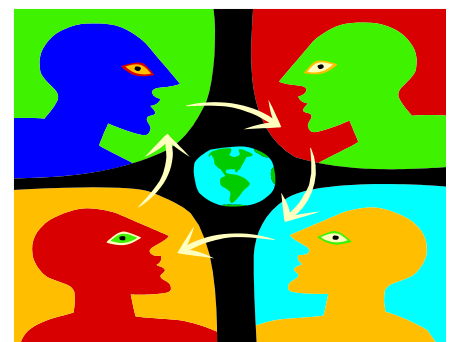
Upon admission to JDC, you have the right to one telephone call of up to 10 minutes to your parent/legal guardian, and/or your attorney. Additional 10 minute phone calls can be earned as you advance through our levels. If no contact is made on your first attempt, you may have two (2) more attempts, total of three (3), within a 48 hour period, when time permits. If the call is long distance, make your Detention Officer aware and they will contact a Detention Supervisor who will initiate the call, then transfer it.

Note: Residents are only permitted to speak to parents or legal guardians, unless specific permission to speak with someone else has been authorized by the Detention Administrator.

VISITATION SCHEDULE

The first letter of the youth's last name determines visitation hours. **All visitors must arrive during scheduled sign-in time.** If a visitor fails to check in on time, access inside the court will be denied. **Visitors are expected to stay for the duration of their visitation time.**

You have the right to deny any visit at any time, including with law enforcement.



MONDAY through FRIDAY	SATURDAY and SUNDAY
Sign in: 5:30 - 5:45 pm	Sign in: 1:30 - 1:45 pm
Visit: 6:00 - 6:30 pm (A-K)	Visit: 2:00 - 2:30 pm (A-K)
Sign in: 6:15 - 6:30 pm	Sign in: 2:15 - 2:30 pm
Visit: 6:45 - 7:15 pm (L-Z)	Visit: 2:45 - 3:15 pm (L-Z)



Will I get mail?

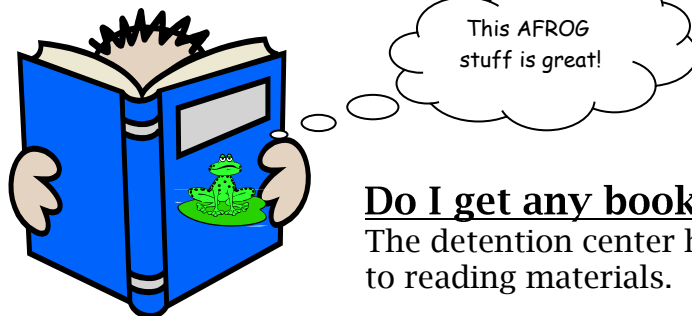
You may receive mail while in JDC. However there is no mail delivery on weekends and holidays. You will be able to write and receive letters from your parents, family and friends through the U.S. Postal Service.

We will provide you with stationery and envelopes so you can send mail to others. The Detention Center will pay for postage. You must use your name and our return address when sending mail out. You are required to seal outgoing mail in the presence of staff. Staff will open all incoming mail, in your presence, so that the contents can be inspected for inappropriate items. Staff will remove any items they identify as contraband or otherwise inappropriate. If a letter is found inappropriate it will be placed in your personal belongings and you can retrieve it upon your release.

You are not permitted to write letters, messages or notes to other residents in the Juvenile Detention Center, Youth Treatment Center or the Ohio Department of Youth Services.

Do I get any exercise?

You will be able to go to the gym and the outdoor play area when you are participating in the program.



Do I get any books or reading materials?

The detention center has a library and you will have regular access to reading materials.

What will I be doing while I'm at the detention center?

You will be participating in various educational programs, school, discussion groups, gym, art and other activities. You are expected to participate in all program activities.

Will I go to school during my detention stay?

Yes, you will go to school and participate in alternative programming.

JDC's school is operated by the Toledo Public School System.

- School is conducted Monday through Friday.
- School is conducted throughout summer.
- All residents are expected to participate in educational activities.



WHAT CAN I EXPECT FROM THE STAFF?

The primary goals of the staff are to help you:

- Take responsibility for your behavior through the Rational Behavior Training Program and role modeling.
- Provide a structured, safe and secure environment.

As a new resident you may wonder what the staff are like and what you can expect from them. You can expect the following from staff:

- **Safety & Security**---staff are here to provide a safe and secure environment.
-
- **Honesty**---staff will be straightforward with you and not play games.
- **Help**—staff will assist you in problem solving.
- **Goal Setting**---staff will help you in choosing reachable goals and planning the most efficient way of getting there.
- **Consistency**---staff will remain consistent in addressing both appropriate and inappropriate behaviors.
- **Mistakes**---everyone makes mistakes, including staff; it is important that everyone learn from their mistakes.
- **Confidentiality**---staff will not discuss your performance here, the reasons for your being here, or your family situation with anyone for whom it is not appropriate.
- **Listening**---staff will listen to your concerns whenever the time and place are appropriate.
- **Responsibility**--- the staff will accept responsibility for their actions but they will refuse to accept responsibility for your behavior.



WHAT IS EXPECTED OF ME REGARDING MY BEHAVIOR HERE?

Appropriate Behavior is any behavior:

- which moves you closer to your goals
- that helps you earn rewards
- that improves your chances of never coming back to the detention center
- that is helpful to yourself and others

Inappropriate Behavior is any behavior:

- which keeps you from your goals
- that interferes with earning rewards
- that interferes with your future
- that gets you into trouble
- that is harmful to others



WHAT HAPPENS AS A RESULT OF MY BEHAVIOR HERE?

There are a number of privileges and activities that can be earned for appropriate behavior.

If your behavior does not meet expectations you will not earn points and you may also earn time outs.

You will notice that staff members are constantly grading you for the appropriateness of your behavior while you are here.

They do this by writing down on your POINT CARD the number of points you have earned for a period of time.

Remember that points are earned by you and cannot be taken away.

Each time period (grading period) is a fresh start for you to earn points.



What is a point card?



You earn points for **active involvement** in the program. Your point card is what staff use to keep track of the points you earn for appropriate behavior.

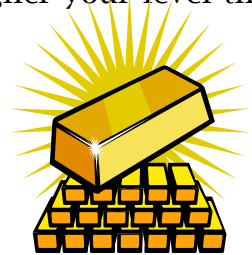
The more appropriate your behavior is during that time, the more points you will earn.

The more points that you earn, the higher your level. The higher your level the more privileges you can earn.

Some of the privileges residents can earn include:



Commissary

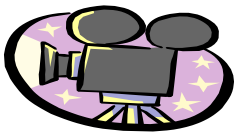


Extra Telephone Calls

Staying Up Later

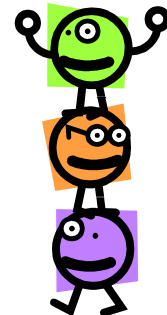


Movies



Game Room Privileges

Goal Achievement Plus Party



Special Visits
(Administrative approval needed)

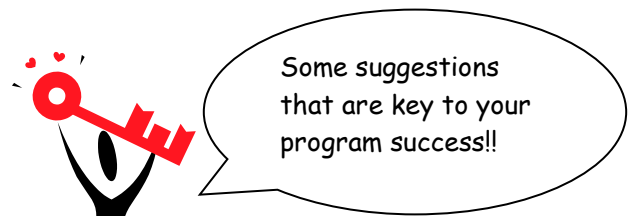


There are five (5) Point Card Skill Areas. They are...

1. Ignore
2. Gestures
3. Cooperation/Participation
4. Area
5. Talk

On the next page are examples of appropriate and inappropriate behavior for each of these point card skill areas.

POINT CARD SKILL AREAS EXPECTATIONS



Examples of expectations

Appropriate Behavior

Inappropriate Behavior

<p>Ignore</p> <p>All of us like the attention of others from time to time. Sometimes people will behave in an inappropriate manner just to get attention. If you pay attention to those who are behaving inappropriately, you may be encouraging them to behave in this way again. Obviously, we don't want to have inappropriate behaviors encouraged by a staff or resident. Ignoring means acting as though you are not aware of that person's behavior at all.</p>	<p>Ignore</p> <p>Watching other Units or residents that are not in your Unit; Laughing at another resident's inappropriate behavior</p>
<p>Gestures</p> <p>We say things not only by talking, but also by our facial expressions, motions of our body, and even our posture. Appropriate gestures include: a smile when someone succeeds at a difficult task, a nod of the head at someone else's appropriate behavior, or shaking someone's hand.</p>	<p>Gestures</p> <p>Some gestures that are not appropriate: shaking your fist at someone's face, laughing when someone else gets into trouble or gets hurt, touching someone aggressively or sexually.</p>
<p>Cooperation/Participation</p> <p>We all depend on others for our health and well being. There are many people in this building, so cooperation is very important so we can all reach our goals. Cooperation means working together. Things can get done more efficiently and all of us will be able to get along better with one another. It is also important to participate in all program activities.</p>	<p>Cooperation/Participation</p> <p>Examples of not cooperating or participation are not following directions, not raising your hand in activities, not doing your work in school</p>
<p>Area</p> <p>Staff is expected to know where you are at all times; therefore, before leaving any areas you are expected to ask permission of staff. You should always bring what you need to what you are doing. You are expected to clean up an area before leaving it, this includes your room.</p>	<p>Area</p> <p>If you don't have staff's permission to leave an area, when and you are not where you should be or when you are late arriving you disrupt programs. If you don't bring the appropriate materials, it will take time away from what you and the others are doing. Leaving your room messy is poor area.</p>
<p>Talk</p> <p>Appropriate talk is highly encouraged! Thinking is really talking to yourself silently, and when done rationally, can help reach better decisions. Talking and thinking can be both useful in avoiding problems and solving problems. Appropriate talk is considerate of others, encourages others to act and talk appropriately. Some subjects for appropriate conversations are music, sports, cars, school, future plans, friendship, jobs, personal goals and hobbies.</p>	<p>Talk</p> <p>Inappropriate talking is talk, which keeps you from getting to your goals, earning rewards or in any way is likely to cause you problems. Some inappropriate subjects for conversation are drugs, why you are here, drinking, gangs, any law breaking activity, complaining about consequences and staff, satanic activities, weapons, fighting, swearing or using foul language.</p>

MORE POINT CARD AREA EXPECTATIONS

Help make JDC a better place...by following these basic guidelines under each Point Card Skill Area.

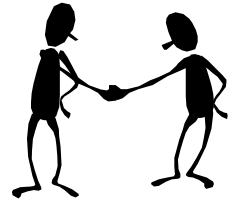
IGNORE

Remember, you are responsible for yourself and no one else. Do not ask questions about staff and peers.

GESTURES

Arms and hands must be visible at all times.

Keep hands and feet to yourself at all times. Do not touch other youth or staff unless given direct permission by a JDO to do so (I.e. during a role play or social skill practice).



T-Shirts/long sleeve shirts must be tucked in at all times.

Pants must be pulled up around waist, no sagging. Pant legs are not to be tucked into your socks or rolled up.

Keep your shoes on your feet.

Do not put anything in your body piercings.

Passing notes and phone numbers is not permitted.

Sharing food, hygiene items or commissary items is not allowed.

COOPERATION AND PARTICIPATION

Follow Staff directions at all times.

You have the ability to earn coupons by doing things helpful to others or for the good of the overall facility. Staff will decide when to issue the coupons. Do not ask for the coupons.

Remember to show *RESPECT* to staff and peers. Negative thoughts should be kept to yourself. (Try some positive self-talk!).

JDO staff will treat everyone fairly. (Don't ask for or expect special treatment).

Appropriate writing and drawing is encouraged! If you choose to write or draw inappropriate things, you may lose your pencil and marker privileges until further notice. Please....No writing "raps" while you are in the Detention Center.

You are allowed 2 sheets of paper at a time during a writing session.

Face forward whenever you are seated, unless you are given permission by staff to do otherwise.

You are expected to participate throughout the day. There is no sleeping during daytime unit activities.

You will be served balanced, nutritious meals and snacks.

Sleeping on the floor is generally not permitted, unless Medical Staff authorizes you to sleep on the floor (Medical Staff will give a list of youth permitted to sleep on the floor to the JDOs). If you choose to sleep on the floor without permission from the Medical Staff, a consequence may be earned. (Sleeping on the floor makes it difficult for staff to easily observe you to make sure you are okay. That's why we have this rule.)

AREA

Do not cross the yellow and black line, or walk behind the Podium. Do not touch anything in or on the filing cabinets. Do not enter staff areas.

Do not touch items on the Unit Table without permission.

Everyone must stay seated and remain quiet (no talking) during cleaning detail, unless given permission by a JDO to move.

You must have your program handbooks and folder for groups.

Take pride in your room and unit! Keep your room and the Unit clean.

Eating utensils are not to be thrown away, unless you are told to do so by staff.

Follow line procedure at all times!

Ask staff for permission before moving about the unit.

Magazines and books are not to be shared with other residents, unless you are given permission by staff to share. Do not tear, damage, toss, or throw items.

TALK

Call peers by their given name. Address staff as Mr., Miss, Mrs. or Ms. (and the JDO's last name). Do not use nicknames.

Respect whoever is speaking. When staff or others are talking, remain quiet and listen.

Quiet time rules apply whenever the Nurse or other visitors are on the Unit. This means no noise of any kind.

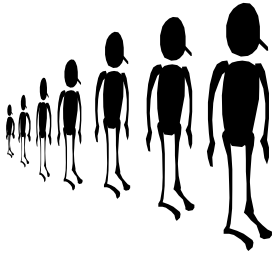
If you would like to speak with a Supervisor, Administrator, or anyone else who enters the unit, you must first get permission from the Unit JDO(s).

Talk is allowed at appropriate times with permission from Staff. For example, we do not allow talking during line procedure, while moving from one location to another.

Shift change is quiet time. Do not talk, shout, rap, whistle or sing, to the incoming or outgoing staff.



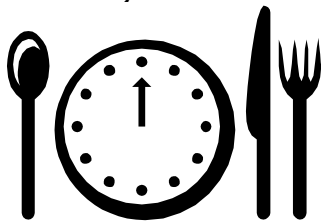
Again, for everyone's safety, there are some extra procedures that youth must follow during meal time, shower time and when forming a line to travel off the unit.



LINE PROCEDURE

You are expected to follow line procedures when going to Court, the Clinic, School, Gym or any other place off of the Unit. Line procedures are to be followed during all Emergency Evacuations.

1. No talking during line procedure.
2. Line up shortest (in the front of the line) to tallest (in the back of the line).
3. Arms must be placed behind the back, with one hand taking hold of the other hand to keep them from swinging.
4. Shirts must be tucked in and pants/shorts must be pulled up around waist.
5. Face forward at all times during line procedure. (Your head should be looking forward).
6. You may use handrails if necessary when going down stairways or up stairways.
7. Any other movement besides walking will be considered improper line procedure.



MEAL PROCEDURE

Once the meal cart has entered the unit, you are expected to follow meal procedures. The TV is off during meal time.

1. Youth are expected to sit in unit chairs until the meal is set up by either staff or designated youth within the unit.
2. Once the meal has been set up at the serving table, staff will call each youth up to the table to receive the meal. You will be served balanced, nutritious meals and snacks. You are required to take one serving of each menu item offered.
3. The JDO will instruct each youth where he or she must sit during meal time.
4. Clean the table and floor area around you after eating. Raise your hand, and wait for staff permission, when you are ready to take care of disposing of your meal tray, utensils and trash.
5. Once you are given permission by staff to clean up after eating, do the following:
 - a. Dispose of all waste off of your plate or meal tray, as directed by staff.
 - b. Dispose of your plate or meal tray and utensils as directed by staff.
6. After taking care of your waste, tray and utensils, return to the unit chairs and sit down until further instruction is given by the JDO.



SHOWER PROCEDURES

Staff will announce when shower procedures begin. You must follow these rules while others are taking showers on the unit. Remember that extra shower time privileges (which you can obtain with coupons) are available at the designated times only, not during daily Unit shower time.

1. Return to your room and prepare for showers as follows:
 - a. Take T-shirt off and place it in doorway, laid out.
 - b. Take underwear off and place them on top of your T-shirt.
 - c. Take socks off and place them on top of the underwear.
 - d. Put on your gym shorts, night gown or other clothing issued to you by staff.
2. Staff will bring the laundry bucket to your room; at that time you are to place your dirty clothes in the bucket one at a time so the clothes can be washed.
3. Once your dirty clothes have been collected, remain seated in your room, until your name is called.
4. When your name is called, staff will give you directions on movement to and from the shower area. Please keep uniform shirt and shorts on throughout movement.
5. You have 5 minutes to shower. Bring everything out of the shower that you take into the shower. Dispose of any waste in the Unit garbage can. Show staff what you are throwing away.
6. You will be issued clean socks and underwear, then return to your room and get dressed.
7. Once you have finished getting dressed, staff will direct you where to place your towel and wash cloth. They will then ask you to have a seat in the unit chairs and wait for further instructions.



Room Set Up

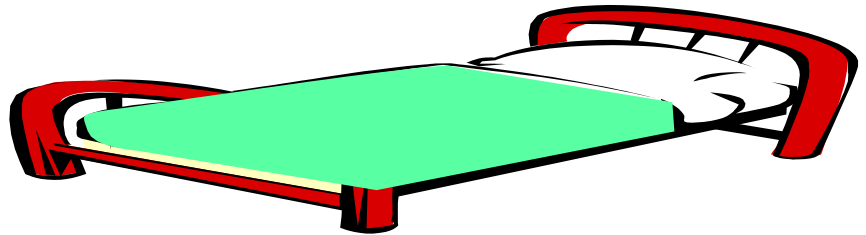


<<Left Right>>

There are specific guidelines for where your things need to be in your room. Make sure your room is set up as described below. Check with a staff member if you are not sure or if you have questions.

If you are looking into your room from the doorway, your hygiene basket and hygiene items should be on the left side of the door entrance, on the floor, along the wall. Your towel and wash cloth should be folded and placed on top of your hygiene items. Your deodorant should be in your basket or sitting along the wall on the left side of your doorway entrance.

If you are looking into your room from the doorway, your Resident Handbook, RBT Handbook, Going to Court Guide, mail and letters, books, magazines and coupons, should be on the right side of your door entrance, on the floor, along the wall.



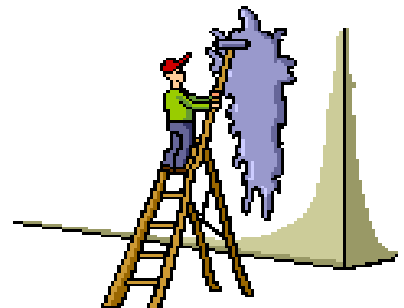
Your mat should be laying flat on your sleeping area. Your blanket should be folded into a square and placed on top of your mattress on the left side of it, against the wall.

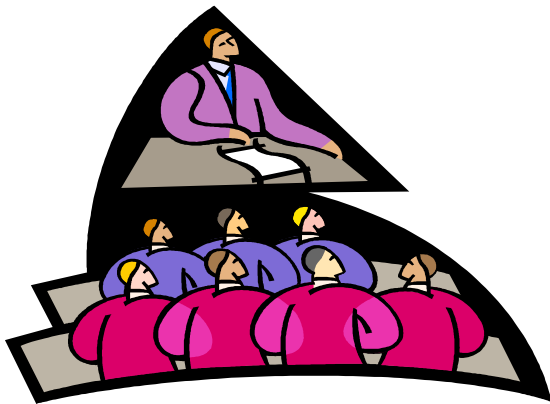
Please be respectful of your room and do not damage or vandalize the glass viewing windows, walls, doors, floors, Intercom buttons, or window frames. You will be asked to clean up any messes you make in your room, and/or ordered to pay for any damages you cause.

You are allowed to have three large posters, three letter size posters, and up to three pictures/photos on your walls, depending upon your level in the program.

You must earn the privilege to have more posters and pictures.

- Level 3 Youth - 3 posters and photos
- Level 2 Youth - 2 posters and photos
- Level 1 Youth - 1 poster and 1 photo only





Group Rules

During Group it is important that you listen carefully to the JDO's instructions. There will be an opportunity for everyone to participate. Follow these guidelines so that your Unit may have a productive and interesting Group session.

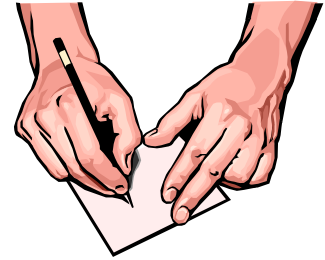
- The Groups in JDC are educational groups. They are not therapy groups. Confidentiality cannot be guaranteed. Do not speak about pending cases in Court or anything else that you don't want the entire group to know. You may request to speak with your attorney, medical staff or mental health staff about confidential matters.
- The JDO will announce the Group Topic. If the Group discussion strays from the scheduled topic, the JDO may redirect the Group.
- Make certain you have your program handbooks and folder with you for group. You are responsible for your program materials and for using them responsibly.
- Be polite to and supportive of your peers. In order to keep everyone from talking at once, "pass" the ball (frog, or designated object, or stuffed toy). You must have the ball (or designated item) to speak. Hand the ball from person to person, don't throw it. If you would like to speak and you do not have the ball, raise your hand and ask the JDO for permission to speak.
- Participate in the group activity, by listening and speaking when it is your turn (remember you must have the ball or designated object to speak during group). Do not have side conversations with the person sitting next to you or others during group.
- Make statements that are appropriate (no swearing) and relevant (have something to do with) the group topic. Use complete sentences when you speak. Try to use "I statements" as much as possible to express your feelings. You can practice "I" statements by using the words "I feel" to start what you want to say. For example, "I feel that this is important information to learn about." "I feel that when I listen to everyone's view point, I can make better decisions."
- Keep your sandals/shoes on during Group.
- Please sit in your chair appropriately during group.
- Remember that all program rules apply during Group Sessions.
- Follow all staff directions.

What is a GOAL contract?

In addition to earning points for appropriate behavior you will also have a behavioral contract to follow if you are going to advance in the level system.

Contracts are written agreements you make each week to work on changing or improving your behavior.

You will write out your goal on a goal contract form, sign and date it, and post the goal contract next to your room door.



Staff will make notes on your daily point sheets of behavior improvements you are making and keep track if you are working to achieve your goal. If you are working to accomplish your goal, you will be awarded a contract PLUS (+).

You can earn up to four (4) contract pluses per day, which is a possible total of twenty eight (28) per week. Grading periods for goal achievement are from.

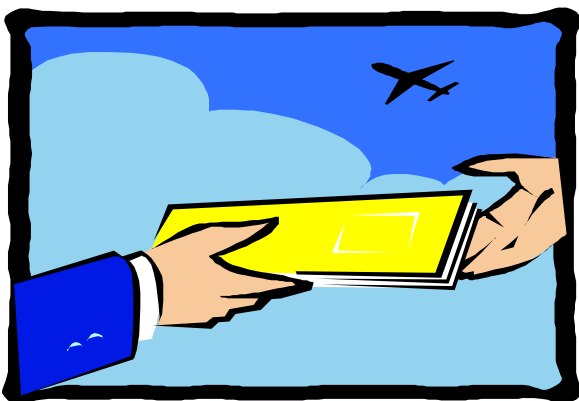
- | | |
|--------------------------------|-------------------------------|
| 1) Wake Up Time (7am) to Lunch | (Checked at Lunch Time) |
| 2) Lunch to 2:45p.m. | (Checked at (2:45 p.m.) |
| 3) 2:45 p.m. to Dinner | (Checked at Dinner) |
| 4) Dinner until your bedtime | (Checked before your bedtime) |

In addition to earning points to advance in the level system, you need to earn contract pluses (+’s) to advance to the next level.

Whenever you earn the expected number of pluses on your goal contract during the week and/or have earned enough points, you will be able to attend the GAP Party. The GAP Party is a celebration you and others in your group can earn, once a week, where you get special snacks and access to other special activities. There is more information about the GAP Party on page 21 in this handbook.

What are coupons?

Coupons are used to reward you for new appropriate behaviors, helpful behaviors, having the cleanest room, and for continued acts of positive behavior.

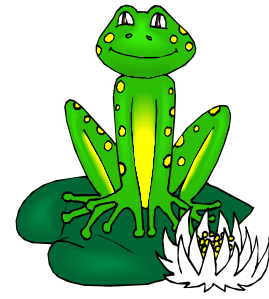


Coupons may be spent on various privileges or items at the detention commissary.

We encourage residents to earn coupons and to spend their coupons whenever the program allows.

Resident Information about Coupons and How To Earn Coupons

Coupons can be used to obtain food, hygiene, or other items from the Juvenile Detention Center Commissary or to obtain privileges available. There are numerous ways that coupons can be earned by residents.



5 COUPONS

- Following all staff directions and fully participating in the program
- Participating in group on a daily basis by offering helpful comments or insights
- Having one of the cleanest rooms on your Unit
- Volunteering to do extra cleaning on your Unit
- Ignoring another persons negative behavior, especially when they are trying to upset you
- Helping maintain safety and security by being fully cooperative during a time of crisis
- Helping staff out during some sort of unusual circumstance
- Telling staff about safety concerns such as contraband or other things you know about
- Showing improvement (taking steps to show less negative or inappropriate behavior)
- Working on your goal – and showing improvement on a specific target behavior
- Earning every point for the day (150 – get's you five coupons)
- Showing insight during group concerning a certain issue or problem being discussed
- Speaking out appropriately during group
- Volunteering to clean an empty room on your Unit for staff
- Making a point during group that provides your peers with help in dealing with an issue
- Going out of your way to assist staff
- Assisting peers (helping tutor/mentor)
- Appropriately giving feedback to a peer
- Accepting difficult feedback from a staff member or a peer.
- Attempting to appropriately deal with a personal problem.
- Volunteering to do extra cleaning chores in the facility

(P.S. – Never Ask Staff for Coupons – you have to earn them)

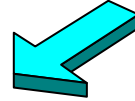


What will my point card look like?

Your point card shows the five areas of point card expectations and the 6 time periods each day in which you earn your points. It also shows your contract for the week and the contract plus points you earn. Here is a sample point card for one day of the week.



Lucas County Juvenile Detention Center



Resident: Johnny Wannabegood **Level:** 2 **Unit&Room:** B-7

Weekly Evaluation Point Sheet *Grading Period: From: 4-19-12 to: 4-25-12*

Grading Periods >>>	1 st 7:00-9:30 am	2 nd 9:30-12:00pm	3 rd 12:00-2:30pm	4 th 3:00-5:30pm	5 th 5:30-8:00pm	6 th 8:00-10:30pm
Ignore	5	5	5	4	4	5
Cooperate/ Participate	5	5	5	5	5	5
Talk	3	2	5	1	4	5
Area	3	5	5	3	5	5
Gestures	5	5	5	4	5	5
Totals	21	22	25	17	23	25

**Total Points
Earned Today**

133

Comment (SH) Johnny was appropriate during sleeping hours and earned his bonus points
Comment (1 st) Johnny was talking without permission and got out of his chair without permission.
Comment (2 nd) Johnny got mad at another resident and cussed them out, earned a time out
Comment (3 rd) Johnny was really focused this period and earned all his points
Comment (SC) Johnny earned all bonus points during shift change.
Comment (4 th) Johnny was yelling at another resident and making hurtful comments. He earned a time out.
Comment (5 th) Johnny was cooperative and appropriate. Did some cleaning that staff needed done
Comment (6 th) No problems, quiet and went to sleep

Grading:

- 5-Never deviates from expectations
- 4-Seldom deviates, below expectations to a modest extent
- 3-Within acceptable parameters, starting to work
- 2-Below expectations, some effort to improve
- 1-Unacceptable, no effort to improve, consistently inappropriate
- 0-Entire or most of period out of program

GOAL CONTRACT FOR THIS WEEK:

This week, when Johnny gets upset he is not going to swear or yell at others.

PLUSES FOR MAKING GOAL CONTRACT

	SAT	SUN	MON	TUES	WED	THUR	FRI
1	+	+	+	+	+		
2	+	+	-	-	-		
3	+	-	+	-	+		
4	+	+	+	+	+		
DAILY TOTAL	4	3	3	2	3		

Goal Pluses earned this week



How do I earn more privileges?

There are three (3) levels in JDC's program. All residents will begin the program in the Orientation Phase. Your privileges are limited during the Orientation Phase. Once you pass through the Orientation Phase, you will advance in the level system by earning the required number of points and pluses. The chart below describes what you need to earn to advance in the level system.

Upon your admission to the detention center you receive a copy of the Resident Orientation Handbook. That is what you are reading right now. As you move up the level system you will earn more and more privileges. There are many posters throughout your unit that explain these privileges. A staff member can also explain the privileges to you. Level test will be conducted every Friday. You must have completed one full point card to be eligible to take the level test.

Level 1

To advance from Level 1 to Level 2 you may:

- Average 110 points a day for the full earning period
- Have one (1) full point card completed
- **Pass the RBT (Rational Behavior Training) Exercise**
- Earn 21 of 28 Pluses

Level 2

To maintain Level 2 you need to:

- Earn an average of 120 points a day and
- Earn 24 of 28 Pluses for the full earning period

To keep a Level 2 bedtime on a daily basis, you must earn 100 points by 8:00pm.

To advance from Level 2 to Level 3 you need to:

- Earn an average of 130 points a day for the full earning period
- **Pass the RBT (Rational Behavior Training) Exercise**
- Earn 26 of 28 Pluses

Level 3

To maintain Level 3 you need to:

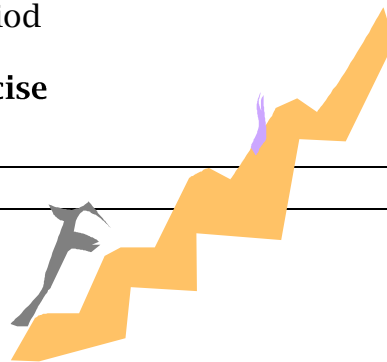
- Earn an average of 140 points a day and
- Earn 27 of 28 Pluses for the full earning period

To keep a Level 3 bedtime on a daily basis, you must earn 115 points by 8:00pm.

The phone call earned for advancing from level two to level three is a one-time privilege (if you drop from level three to level two, then back up again, there will not be another advancement phone call given).

Level Advancement Tests

Level advancement tests are taken on Friday evenings after group. You must answer all the questions correctly (without using your Resident Handbook or RBT Manual) to pass your level advancement test. If you don't know all of the information and miss a question, you will be given the opportunity to take the test again on Saturday morning. You must take and pass the entire test, (not just the questions you missed on Friday evening). Take advantage of the second chance, and spend some time studying, so you can pass the test and advance levels. You can do it!!!



Program Grading Periods, Point Earnings, Goal Achievement, Privileges and Incentives

Program Grading Periods

The JDC Program starts fresh every Friday evening and runs for seven days. The seven day period is from Friday at bedtime through Friday evening the following week. Within each day, there are six grading periods. The six grading periods are each 2 hours and 30 minutes.



Points

There are a total of 150 points that can be earned each day. Residents can earn full points by engaging in appropriate social skill behaviors throughout the six grading periods.

Level Advancement & Maintaining Your Level on a Daily Basis

Level advancement requirements are specified on the previous page in this manual. Please make sure you have read and understand the requirements in detail. Remember that to keep your level bedtime privileges; you must earn the required number of points each day, by the end of the 5th grading period, which is 8:00pm.



Goal Achievement.

Each resident has a written goal that they are trying to achieve. Each time a resident achieves their goal they receive a + (plus). On Friday evenings, each resident writes a new goal that they will focus on for the upcoming week.

Goal achievement is checked four (4) times each day. Goals achievement is checked at lunch time, at shift change, at dinner and before your bedtime. You can earn up to 28 goal achievement pluses (+’s) per week.

GAPP = Goal Achievement Plus Party

You may earn the privilege to attend the GAP Party each Saturday, by working on your weekly goal. Changing problematic behaviors will take focus, effort, and hard work on your part. Remember that goal achievement is checked four times each day. When you are working on your goal, you will receive a plus (+) at grading time. You need the pluses (+’s) and/or points to get to the GAP Party. Make sure that you have read and understand what is required to earn this privilege.

Privileges

You can earn many privileges while in detention by being cooperative, appropriate, and helpful to yourself and others. Some of the privileges may include staying up later, getting a special visit, additional phone calls, or going to the game room. Ask staff about what privileges you can earn this week.

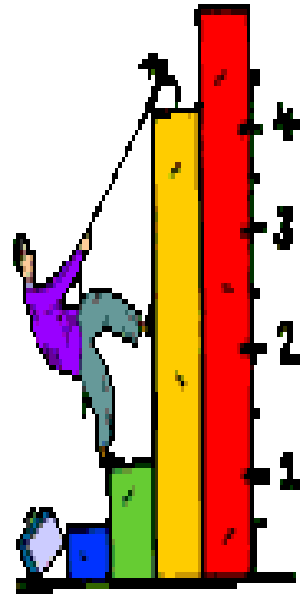
Special Incentives

125 By 8 Keeps You Up Late

If you are level three (3) and earn 125 points by 8pm and four (4) goal achievement pluses, you can stay up 30 minutes later than your level bedtime on Friday and Saturdays!

Additional Earned Phone Calls

Youth who have earned Level III status may earn an extra phone call on Saturday. In addition, youth who earn Level II or III and earn 540 points from Saturday through Tuesday night may earn an additional phone call on Wednesday. These earned phone calls can NOT be combined.



(P.S.) We heard that your hard work on your goal this week is going earn you some fun at the Saturday Goal Achievement Plus Party!!!

GAPP = Goal Achievement Plus Party

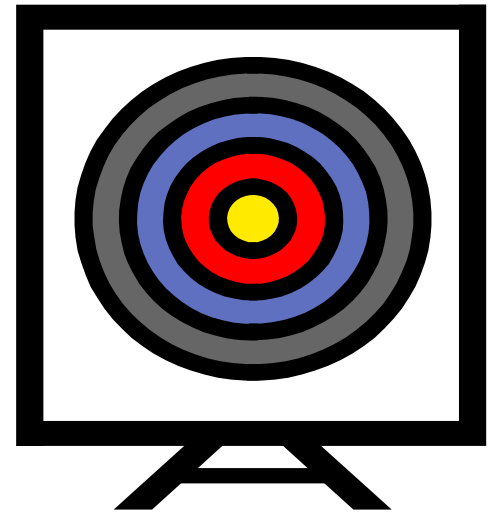
There are three different ways for you to earn your way to the Saturday GAP Party. You can get to GAPP with 25 (pluses), or have some fun with 900, or earn your way to the party with 879 points and 21 Goal Achievement pluses for the week.

Strive for 150 it'll get you five

If you earn every point available for the day (150 possible total points), then you will receive a bonus coupon worth five.

To attend the Goal Achievement Plus Party You must:

- Earn 25 Goal Achievement Pluses (+’s) for the week, or
- Earn 900 points for the week, or
- Earn 879 Points and 21 Goal Achievement Pluses for the week
- Must be level 2 or 3.



What is a “Time Out”?

Time outs are for you to think about your inappropriate behavior.
A time out lasts for five minutes.

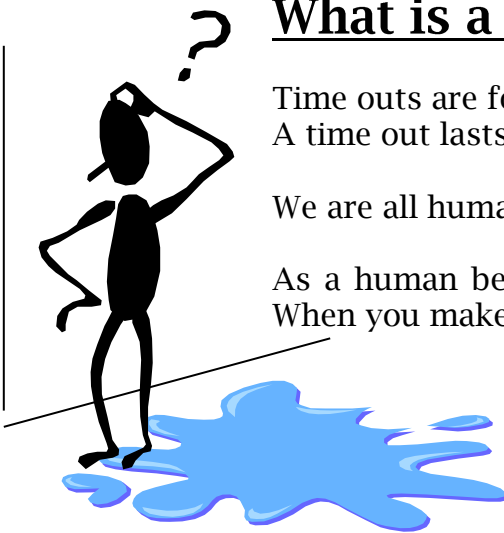
We are all human beings capable of both success and failure.

As a human being, you will make mistakes and show inappropriate behavior.
When you make these MISTAKES you will be told by a staff to take a time out.

A time out is not intended as a punishment.

It is intended to help you process your thoughts, feelings and behaviors.

Use your RBT Manual to learn how to process your thoughts, feelings and behaviors.



Here are some of the things a “Time Out” can do for you.

1. Help you become aware of your inappropriate behavior. If you know what behavior to change, it is much easier to change that behavior.
2. Provide an opportunity to show the staff that you can act appropriately.
3. Allow you the option of remaining in the program instead of having a major consequence for a minor mistake.
4. Allow you time to identify appropriate alternatives to the behavior, which earned you a time out.
5. Allow you time to decide whether appropriate behavior might be a better choice

Time Out Expectations

When you make a mistake and show inappropriate behavior, staff will respond immediately and ask you to take the time out you have earned. When you have earned a time out, start the time out immediately so you can complete the time out as soon as possible.

The Staff understand that after directing you to take a time out you have earned, you may become angry or get upset. They will give you a few minutes to think and take responsibility for your behavior. Use STOP, LOOK, and LISTEN if you feel angry or upset.

If you have earned a 30-5 or 30-30-5 time out, go to the designated room immediately. Remember to follow all guidelines for the time outs you earn. The guidelines for each type of time out are explained next.

What behavior is expected of me when doing a 5-Minute Time Out?

- Proceed to the designated time out chair and sit facing the wall.
- Place your hands in your lap.
- Ignore everyone except staff who talks to you.
- Keep up five minutes of continuous appropriate behavior.
- Following your time out, and only when asked by staff, name the specific inappropriate behavior that earned you the time out.
- If requested, complete a thinking report.

What happens after I earn a 5-Minute Time Out?

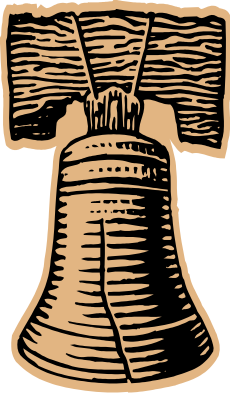
After you have acted appropriately for ***FIVE CONTINUOUS MINUTES***, a staff member will ask you why you are in a time out. **You are expected to state exactly why you earned the time out and accept full responsibility for the time out.**

Once informed that you have answered this question correctly you will be directed to rejoin the group.

The time out starts over again when you fail to meet the expectations of appropriate time out behavior. For example, if you stand appropriately for three minutes and then look at the TV or move from the designated time out area, your five-minute time out will start again when your behavior becomes appropriate.



What happens if I don't know why I'm in time out?



If at the end of the five minutes you do not know why you earned the time out, the staff will give you an additional five minute time out to think about it.

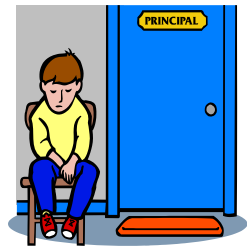
If at the end of the second five minute time out you still do not know why you earned the time out, staff will tell you what it was you did to earn the time out.

You will then serve a third five minute time out and staff will come back one last time and ask you what you did to earn a time out. If you are taking a time out appropriately, the longest time you will be on time out is 15 minutes.

What are other kinds of time outs that I may earn?

There are two types of room time outs:

30-5



A 30-5 is earned if you refuse to take a 5-minute time out **or** are demonstrating acting out behaviors, or continuous non-compliance with the 5-minute time out expectations. The behaviors that will earn you an immediate 30-5 time out are listed in this handbook.

To complete a 30-5 Time Out you need to go into the designated time out room immediately, and maintain 30 continuous minutes of appropriate behavior. Your time out will start just as soon as you are quiet. After completing 30 minutes of appropriate behavior in the time out room, you will be required to complete a five-minute time out. (Any time you have earned a room time out, you will also have to complete a 5-minute time out in the program area).

If you refuse to complete any portion of a time out the time out will start completely over. You may want to note that it does not make sense to refuse to complete a time out, since you will eventually be required to complete it before you can come back in the program. **No points, goal pluses, coupons, or privileges can be earned while you are in a time-out.**

You are in control of when a 30-5 time out ends.

30-30-5

A 30-30-5 is earned for verbally aggressive behaviors, such as threatening talk, antagonizing behaviors, taunting, or other aggressive actions. The behaviors that will earn you an immediate 30-30-5 time out are listed in this handbook.

To complete a 30-30-5 Time Out, you need to go into the directed time out room immediately, and maintain 30 continuous minutes of appropriate behavior. Your time out will start just as soon as you are quiet.

After 30 minutes of continuous appropriate behavior has been completed, you will be given a thinking report to complete for the next 30 minutes. You must sustain continuous appropriate behavior while working on your thinking report for those 30 minutes, or the time out will start over.

After successfully completing this second 30-minute period, you will give the staff member your completed thinking report. You will process your thinking report with staff and then complete a five-minute time out in the program.

No points, goal pluses, coupons, or privileges can be earned while you are in a time-out. Any time you have a room time out you will also have to complete a 5-minute time out in the program area. If you refuse to complete any portion of a time out the time out will start completely over.

You are in control of when a 30-30-5 time out ends.

What is appropriate behavior while I am in a Room Time Out?

- Remain quiet while sitting on the bed
- Ignore everyone who talks to you, except staff
- No laying down or sleeping
- Do not disrupt activities on the Unit
- Spend time thinking about what triggered the thoughts and feelings that led to you earning the time out.



- Complete a thinking report (RSA which means Rational Self-Analysis) if staff ask you to do so. Thinking Reports help you look at the choices you make and how things you tell yourself lead to your behaviors. If you have been asked to complete a Thinking Report, it must be completed before you can come out of the room. Staff will assist you with the thinking report if you need help.
- If you need to use the bathroom while you are serving a time out, you may do so, but the time is suspended while you are out of the time out room.
- Remember that the JDC Staff have concern for you and need to make sure you are okay. When you are in a room, do not hide in corners where the staff cannot see you, when they make room checks.

How will I learn to do time outs correctly?

Staff will teach you about the JDC Program when you first arrive and begin your program orientation.

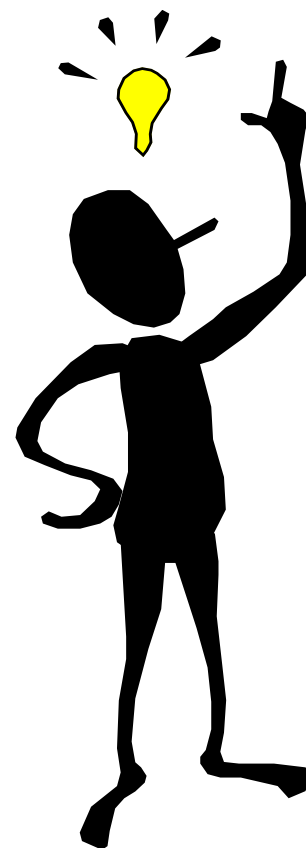
During your orientation, staff will ask you to practice taking a time out. The purpose of this is to give you the opportunity to learn how to do it correctly, and to allow you to see how easy it is to take a time out.

Time outs get you to stop what you are doing at the moment. If you learn about and use RBT while completing the time outs you earn, you can learn to look at situations from a more rational point of view and prevent yourself from acting inappropriately in the future.

5-Minute time outs are completed where they are earned. Room Time Outs (30-5's and 30-30-5's) are completed out of program areas in sterile rooms.

Most residents here would rather be somewhere else than in this detention center. It is very easy to convince yourself that the most important thing is getting out of here as soon as possible.

Consider making the best of your current situation and circumstances. Staff can help you adjust and learn new skills in this program that can help you on the outs.



What types of behaviors may lead to Time Outs?

On this page and the next page are the behaviors that will earn you time outs, here at the Detention Center. These behaviors also cause us problems on the outs.

We have tried to list nearly every behavior, so the listings should be helpful for you in understanding exactly what the time out consequences of various behaviors will be. Keep in mind that, just because a behavior is not listed, does not mean you are going to get away with it, without serving a time out.

Inappropriate Behaviors That May Earn a 5-Minute Time Out:

- Not following staff directions
- Questioning staff authority
- Being out of assigned area
- Hurtful talk, including cracking on others
- Shadow Boxing
- Alteration or misuse of property
- Sharing items with others
- Borrowing items from others
- Dealing or trading of property or anything
- Running/jumping at inappropriate times
- Running/jumping in inappropriate places
- Inappropriate social acts
- Allowing shorts/pants to sag below waistline
- Having any food, candy or beverages without permission
- Forgetting to turn in pencil, pen, markers or other items issued by staff
- Losing pencil, pen, or other items
- Any type of gambling
- Addressing staff by nicknames
- Touching things without permission
- Taking things without permission
- Not getting up on time
- Stalling
- Leaving belongings lay around
- Horseplay/Rowdiness
- Habitual Swearing/Indirect Swearing
- Not following routines and guidelines
- Going into bathroom area without permission
- Refusing to complete chore
- Manipulating staff
- Tossing things
- Cheating
- Possessing board game pieces or money
- Having or drawing inappropriate materials
- Lying
- Engaging in anti-social behavior, purposefully
- Having unauthorized items in your room.

Acting Out Behaviors That May Earn an Immediate 30-5 Timeout:

- Refusal to complete a 5-minute timeout
- Going into another cell/room without permission
- Challenging staff authority
- Slamming doors
- Pounding on walls or other items
- Kicking walls or other items
- Yelling or screaming at others
- Intimidating actions
- Throwing things
- Indirect threats (such as “I feel like”) statements
- Intimidating actions & comments

Verbally Aggressive Behaviors That May Earn an Immediate 30-30-5 Timeout:

- Direct Swearing - swearing at others (f-you)
- Direct verbal threats toward residents (I’m going to f-you up)
- Antagonizing, or taunting behaviors that could lead to an altercation.
- Using your clothing as a form of communication
- Directed sexual remarks toward anyone, including delivered written remarks
- Inappropriate gestures directed toward someone, such as “flipping someone the bird”.
- Racist remarks toward anyone

Physically Aggressive Behaviors and Dangerous Acts That may lead to Program Removal and Placement on Administrative Intervention:

- Refusal to follow staff directions in an emergency
- Direct threats toward staff
- Being in restricted staff area around Unit Podiums, without permission
- Touching fire alarms or Security System Computer Touch Screens
- Touching or tampering with security and safety equipment
- Destruction of any facility property
- Throwing something directly at someone in anger, or with intent to hit them
- Spitting, Spitting at, toward or on anyone
- Direct defiance (refusing to take a room when directed) or escalation requiring the use of physical intervention by staff
- Fighting with anyone
- Physical aggression toward anyone (pushing, shoving, hitting, punching, kicking, slapping, or biting anyone)
- Sexual touching, gestures and non-verbal sexual aggression, such as mooning, showing breasts or genitals
- Possession of dangerous contraband, (such as weapons, objects that could be used as a weapon, matches, lighters or other items)
- Possession of or use of, illegal substances and/or intoxicating substances
- Attempted escape
- Any other criminal act
- Using gang signs, gang writing or gang language
- Refusal to participate in assigned programming
- Touching any phone, TV, VCR, or intercoms, anywhere off the unit, without permission

Note: Behaviors that would be a criminal act if committed outside of The Juvenile Detention Center may result in new charges being filed against you by those in authority. Charges will be pursued by the Court, if you assault staff.

How long does Administrative Intervention last?

Your placement on Administrative Intervention may last from 2 hours to 24 hours, or longer.

No points, goal pluses, coupons, or privileges can be earned while you are in a time-out. To earn your way back into the program, you will need to

- Get rational control of your thinking, feelings and behavior
- Demonstrate continued appropriate behavior for a period of time
- Complete a thinking report
- Apologize face to face or in writing to whomever you have hurt by your inappropriate behavior
- Clean up any messes or damages you have caused
- Complete a five minute time out and take responsibility for the behavior that earned you the Administrative Intervention

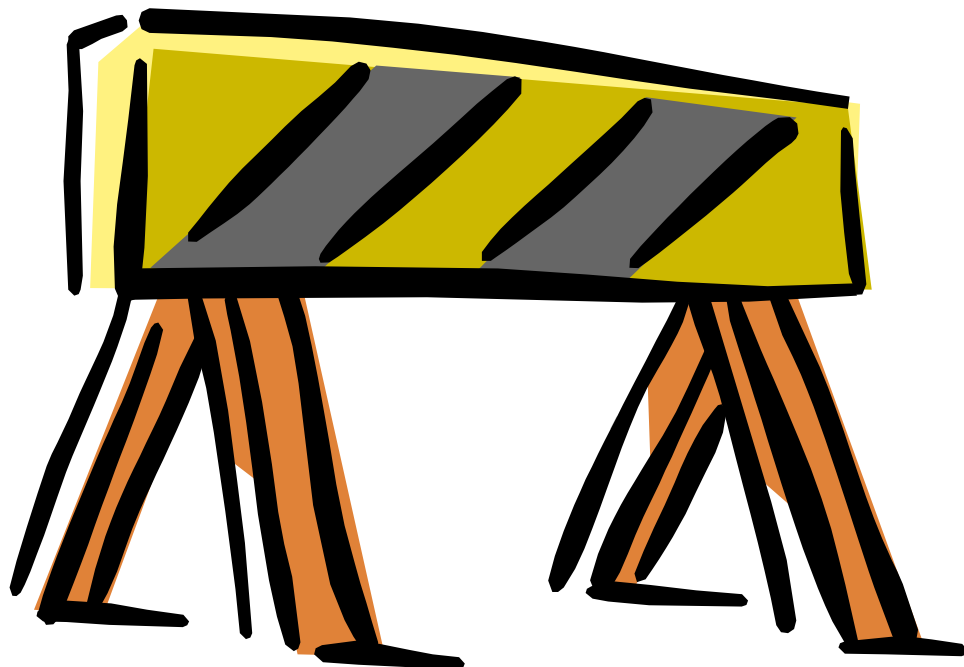
ONE FINAL THING WITH THE BEHAVIOR PROGRAM THAT IS THE MOST IMPORTANT!!

Changing your thinking may help you change your behavior and deal with your problems so that you will not have to ever come back here or any place like this again!

Some residents return; some do not.

The difference is that some learn to change their behavior and learn how to deal with their problems so they don't come back.

**We believe that YOU can succeed in this
program!**



JDC PROGRAM PRINCIPLES

The foundation of the program was developed upon 7 principles:

1. **OPTIMISM**

We can find something worthwhile in every person and every situation.

2. **CHANGE**

We radiate confidence and conviction in everyone's potential for change.

3. **PROCESS**

Change may not move along at the pace we would like, but we always celebrate the process and the progress that has been made.

4. **RESPECT**

We believe that to be involved in someone's personal growth is a privilege; we value diversity and promote relationship building.

5. **CARING**

Despite challenges, we consistently strive to do our very best and we encourage our peers to do the same.

6. **KNOW WHO YOU ARE**

We maximize our strengths and proactively address our limitations.

7. **HOW YOU THINK IS HOW YOU BEHAVE**

We see that irrational thinking leads to inappropriate behavior and poor outcomes; if we can change thinking, we can change behavior.

The vision, philosophy and program principles shall GUIDE all PROGRAMMATIC DECISIONS at JDC.



Emergency Codes

Code Blue

- **Your unit** - Take your room immediately and secure your door. If you are unable to take your room, walk to the nearest wall and stand facing the wall
- **Another unit** - Continue in whatever activity is in progress and listen for staff directives

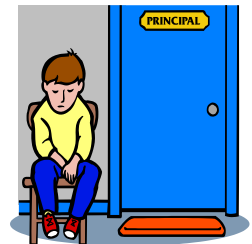
Code Red

- **Your unit** - Take your room immediately and secure your door.
- **Another unit** - Take your room immediately and secure your door.

Medical Code

- **Your unit** - Take your room immediately and secure your door. If you are unable to take your room, walk to the nearest wall and stand facing the wall
- **Another unit** - Continue in whatever activity is in progress and listen for staff directives

If you fail to comply in an emergency situation you will earn an immediate removal from our program. Staff and resident safety is paramount.



PREA

What Is PREA?

On September 4, 2003 the Prison Rape Elimination Act was signed into law. All confinement institutions public and private community corrections, jails, prisons, detention centers, which house adult or juvenile offenders, are accountable for this federal law. The law covers both staff sexual misconduct and inmate on inmate misconduct.

JDC Resident Expectations

Sexual misconduct of any kind by or with anyone including residents, visitors, and staff will NOT be tolerated. Examples of sexual misconduct are:

- *Sexual touching
- *Possession of pornographic material
- *Exposing yourself
- *Making sexually inappropriate comments to residents, staff or others in the building
- *Consensual sexual relationships with either staff or other residents

Report immediately

Report to a trusted adult; such as medical professionals, staff members, supervisors, and parents. The faster we know, the faster we can help!

YWCA 419-241-7273
OR
Toll free 866-557-7273